

POSTAL SERVICES

You are authorized a Post Office Box at the military postal facility. Your sponsor can reserve a box, and give you the address as soon as he/she receives a copy of your PCS orders. This will enable you to do your change-of-address cards. As with any move, it takes a few weeks for any change to take effect with your correspondents and magazines so the sooner you send in your new address the less delay you will experience. Don't forget to put in a forwarding order with your Continental United States (CONUS) Post Office. The MPS moves mail to and from designated CONUS locations so you do not pay overseas mailing charges -- a first class stamp gets letters to and from an overseas APO just as if you were still within the CONUS. You will still receive any magazines, catalogs, and packages without having to pay international rates which is a big cost (and time) savings. Customs forms are required to send packages to and from APOs.

SAMPLE ADDRESS:

Unit _____

PO Box _____

APO, AP 96338

POSTAL SERVICES FREQUENTLY ASKED QUESTIONS

Where can I mail my package or letter?

Zama Main Post Office, Depot Post Office, Tokyo Stars and Stripes Post Office, Tokyo New Sanno Post Office, and Tokyo Embassy Post Office accept all regulation sized mailable matter. Letters with appropriate postage can be placed at any of our 10 drop boxes located at various locations. Yes, your Post Office has 5 separate Offices, 3 of which are in Tokyo and 10 drop boxes to serve you.

When is the Post Office open?

Zama Main Post Office

Mon, Tue, Thur, Fri 0900-1700

Wed 0900-1500

Sat 1000-1300

For your convenience, your Post Office window hours equal more than 40 hours a week. Outside of window hours, 25th Postal Company employees are also on the work floor, or on the road everyday before sunrise and after sunset to ensure you mail is moving as fast as possible. Your Post Office is also open all day on training holidays for your convenience.

How long does the mail take to get to the US?

Depends on the type of service you used.

Express Mail takes 3-days

Priority Mail takes 7-19 days.

Parcel Post Mail takes 2-6 weeks.

Can you guarantee the mail will get there in 7-10 days, or 2 weeks?

Unfortunately, Priority Mail and Parcel Post Mail are not guaranteed. Only Express Mail is guaranteed.